



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-237
POSITION: Secretary (OA)
SERIES/GRADE: PG-0318-05/06
SALARY RANGE: \$26,429 - \$38,297
ISSUE DATE: 12/23/03
CLOSING DATE: 01/07/04
NUMBER OF VACANCIES: One
ORGANIZATION: Office of the Public Printer
Office of the Chief Human Capital Officer
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-6
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent serves as a personal assistant and is responsible for secretarial and clerical duties performed in connection with the management of the office. Receives telephone calls and visitors, and answers questions of a routine and non-technical nature based upon knowledge of the functions and operations of the organization. Keeps supervisor's calendar of scheduled appointments and events and arranges timely and appropriate appointments. Receives and screens incoming mail directed to the office and maintains control records on correspondence. Composes and types correspondence for the supervisor's signature based on notes, oral instructions, or precedents. Types a variety of material directly in draft or final form, including reports, correspondence, minutes of meetings, directives, and tables. Reviews outgoing correspondence for procedural and grammatical accuracy, factual correctness, and conformance to the general policies of the office prior to the supervisor's signature. Performs a variety of administrative duties in support of GPO programs and activities assigned to the Human Capital Office and other subordinate organizations within Human Resources. Assembles information from office files, computer files, telephone calls, visitors, and other appropriate sources for use by the supervisor. As required, assists in collecting/consolidating statistical and narrative information for Analysts and/or Specialists on the Staff. Maintains office files. Compiles one-of-a-kind or recurring reports, extracting information from files or other sources. Performs the duties of secretary to the Deputy Chief Human Capital Officer and the Chief Human Capital Officer, as needed.

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized Experience is experience that is directly related to this position and has equipped the candidate with the knowledge, skills, and abilities to successfully perform the duties cited above.

NOTE: A qualified typist is required. Applicants who have not held a Federal position with "Typing/Office Automation" in the title must pass a GPO typing test. For scheduling an appointment to take the typing test, contact the number listed below. Applicants who have held a Federal position with "Typing" or "Office Automation" in the title must provide a Standard Form (SF)-50 with "Typing or "Office Automation" in the title.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of secretarial and administrative functions and programs.
2. Knowledge of grammar, spelling, punctuation, and required formats.
3. Ability to exercise tact and discretion in dealing with others.
4. Skill in operating a personal computer and an electric typewriter.
5. Skill in use of computer software such as Microsoft Access, Word, Excel or similar software.
6. Knowledge of the Voluntary Leave Transfer Program & related OPM policies governing the program.

ALL APPLICANTS MUST INCLUDE THE FOLLOWING:

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO MAY PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2
U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES****
****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****